VersaCheck®

Silver Express 2007

Software Quick Start

Installing VersaCheck Software:

1. Disable any virus protection software on your computer; restart your computer if necessary.
2. Windows 98 and Windows ME users: G7 recommends that you update your operating system files before installing VersaCheck. Go to: http://v4.windowsupdate.microsoft.com/en/default.asp and click on 'Scan for Updates.' Download all files recommended by Microsoft® and restart your computer.
3. Insert the DVD into your DVD drive and follow the steps of the installation wizard. If the install wizard does not open automatically, select Run from the Windows Start menu and type: D:\autorun.exe, if D is your DVD drive.
4. After installation, click the "VersaCheck" icon to launch your program.

User's Manual

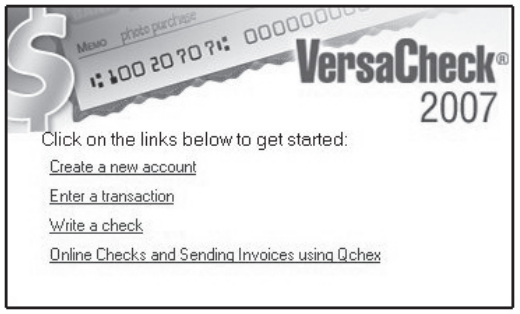
VersaCheck contains "Quick Training Courses". The VersaCheck User's Manual is in electronic format and is found in the **Help** files on the main tool bar.

Click on **Help**, **Contents**, then select a topic of interest. Additionally, obtain instructions for a specific feature by clicking on **Help** then **Current Window**; by clicking on the Help button located throughout the program; or by pressing the F1 key.

Getting Started:

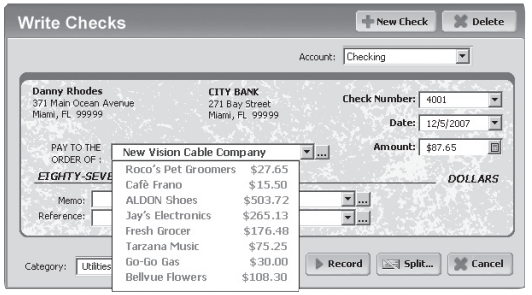
STEP 1: Have an existing pre-printed blank check from your bank with your bank information and (at the bottom of the check) MICR line.

STEP 2: Set up an account and checkbook.
You must first set up an account to write and print checks. From the Getting Started screen, click on **Create** a new account. This will launch a 3-step new account wizard. Complete all entries and click on "**Finish**." Answer "**Yes**" when prompted with "Would you like to edit the checkbook of this account?" This will launch a 5-step Checkbook Information wizard. Click on the **Help** button for detailed instructions.



STEP 3: Write, print or send checks by email.
Click on the **Write Checks** button, select the account to draw the check from in the drop-down menu in the upper left-hand corner. Simply fill out the fields of the on-screen check. Before recording a transaction, select "**Send**" or "**Print**" from the check number field to designate whether you would like to print locally or deliver checks online. Click on **Record** and your check will be placed in the register. To print checks, checkbook covers and deposit slips, click on **Print** from the **File** menu. Click **Send Checks** to have checks sent for you by U.S. mail or electronically using **iVersaCheck.com.**

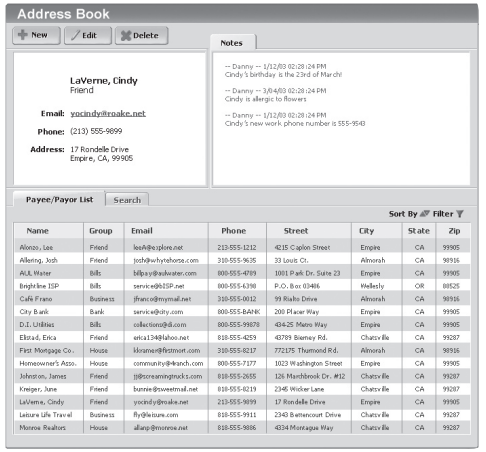
Step 3 continued...



Highlights of Other Features:

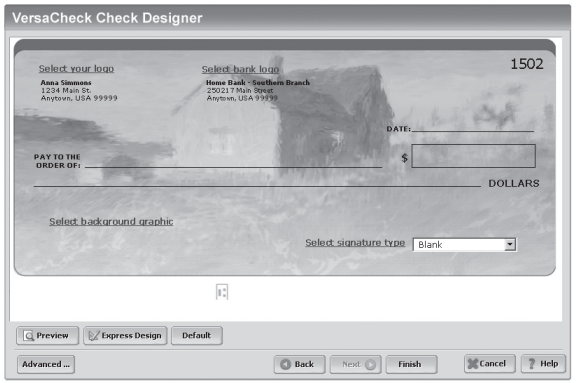
Print checks to fill in by hand: Print compatible pre-printed checks from VersaCheck's built-in templates which replace costly pre-printed check styles available through mail order suppliers.

Set up your own payee list: VersaCheck Silver Express allows you to track up to 20 payees in a simple-to-use list. Click on the **Address Book** button, click on **New** and enter the payee's contact information. Classify your payees as business, family, friends, or create your own categories.



Silver 2007 Continued...

Express Check Designer™: For easy check template customization! From existing templates, edit text (font styles and sizes), modify and move existing objects. This feature can be accessed from step 5 of 5 in the **Edit Checkbook** feature. Additional instructions can be located in the **Help** files.



VersaCheck®

Send, Receive, and Process Payments on the Internet: Click on the **VersaCheck Online** icon, and follow the steps to take advantage of VersaCheck features and more – all online! Send someone a check via U.S. mail or electronically using IVersaCheck.com. Now you can eliminate postage, handling and saving time and money!

FREE CUSTOMER SUPPORT

By phone: 1-800-303-2620

Online: http://support.g7ps.com

REGISTER ONLINE
INSTANTLY & CONVENIENTLY!

During software installation, you will be prompted to enter your registration information. Fill out the registration screens and register by selecting the "**Internet**" registration check box at the end of the session.

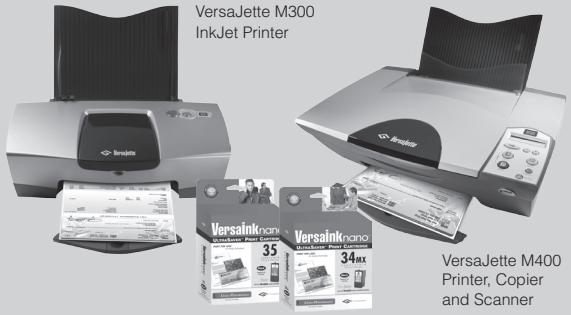
You may also register online by visiting:
www.g7ps.com/register

To register by mail select the "**mail**" registration check box and print out a completed registration form at your desktop, or send in a 3x5 card with your name, address, email address, phone/fax number, your product serial number and software version.

Mail to: Product Registration
P.O. Box 270459, San Diego, CA 92198

TIRED OF THIRSTY INKJETS?

Use VersaCheck software with the new VersaJette™ inkjet family and revolutionary VersaInk-nano™ for efficient and precise results every time!



www.versajette.com

STAY UP TO DATE AND PREPARED

Use VersaCheck to access program updates and order blank check stock and supplies. Never run out of checks again!

With VersaCheck's **Recycle4Dollars** program you can earn extra cash and protect the environment by recycling empty inkjet and laser cartridges.

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Fax: (858) 675-0579
Email: sales@g7ps.com

www.versacheck.com
www.Recycle4Dollars.com

Infinity BusinessCards™ & PROLABELS 8.5

SOFTWARE QUICK START

Installing Infinity BusinessCards & ProLabels 8.5

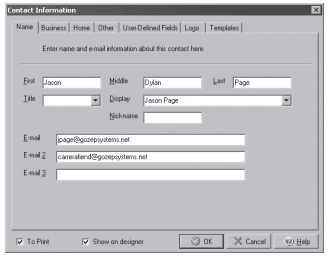
Disable any virus protection software on your computer and be sure to close any running applications (email, browser, etc.). Re-start your system if necessary. Insert CD into your CD-ROM drive and follow the steps of the onscreen Install Wizard. If the Install Wizard does not open automatically, select Run from the Windows Start menu and type **D:\autorun.exe** *or* **D:\setup.exe** to start the install wizard.

After installation, click on the "**Infinity Business-Cards & ProLabels 8.5**" icon to launch program.

STEP 1 - CONTACT MANAGER:

Enter company names, contact names, business, home, fax, and mobile phone numbers, email addresses or store a logo per contact. This information can be automatically entered in project layouts using the Field Text Properties function.

· Close Getting Started window and Tips and Tricks window.
· Click **Data** at the top menu.
· Click **Contact Manager**.
· Click **New**.
· Type data in the appropriate fields from the Contact Information menus.
· Click **OK** to close the window when finished.

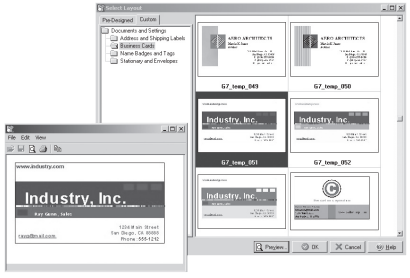


Tips and Tricks for the Contact Manager

If you need to create multiple contacts with similar information (address and phone number) in your Contact Manager, enter the first contact and then click "**New from Current**" to change the relevant information for the next record. It's quick and easy!

STEP 2 - CREATE A NEW DOCUMENT FROM PRE-DESIGNED LAYOUT:

· Click **File**, then click **Getting Started**.
· Click **Create a New Document from Pre-Designed Layout**.
· **Select** appropriate project folder: Address and Shipping Labels, Business Cards, Name Badges and Tags, or Stationery and Envelopes.
· ***To enlarge*** a Pre-Designed Layout click on **Preview**.
· Double click to select a pre-designed layout to edit.
· To ***enter text*** from the Contact Manager, click **Display Contact** (on the special menu bar) to display contact names.



· Click on the desired person or business and then click **OK**. The information is automatically entered into the data fields.
· Delete any unused fields.
· Click **Save** for reuse at a later date.
· Follow the step-by-step instructions for printing and your project is finished.

Tips and Tricks for Modifying a Pre-Designed Layout

Tip 1 - Easily ***add your own text*** to your layout:
· Click **Insert Text** and click on layout and a text box automatically appears.
· Type in desired text.
· Click outside the box to continue.

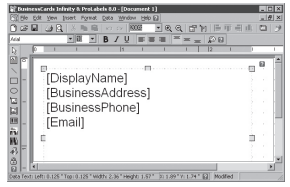
Tip 1a - ***Change font, font size, font style, color and alignment*** from the Insert Text option:
· Double-click on the text to make a box.
· Highlight text you wish to modify.
· Use top menu options to modify text color, font and font size.

Tip 1b - ***Borders and Backgrounds:***
· Click on **Text**.
· Click **Format** and **Object Properties** for menu.

Tip 2 - ***Add your own Field Text from the Contact Manager:***
· Click **[A] Insert Field Text** on the side menu and click on your layout to access the Field Text Properties window.
· Click **Data**, then click **Field Name**. Choose any additional fields you wanted included in your layout.

Tip 2 continued...
· Click **OK** and the data will automatically be entered from the Contact Manager.
· Click once outside the box to continue.

Tip 2a - ***Change font, font size, font style, color and alignment*** from **[A]** function:
· Double-click on the text box to access the **Field** Text Properties window.
· Click **Data**.
· Click **Font** and modify as desired.



Tip 3 - ***To Reposition:***
· Single click on the text or graphics and hold down left mouse button ***to reposition*** on the layout.

STEP 3 - CREATE A NEW DOCUMENT FROM SCRATCH:

· Click **Create a New Document From Scratch!**
· Select the type of document you wish to create from the list provided or click G7PS-General Purpose Labels for additional selections. Click on your selection and click **OK**.
· A blank canvas will be displayed.
· ***To add a background or image*** click on **Insert Image** and single click in the box and the **Image Properties** screen will appear.
· Click **Picture** and **Browse** for a list of graphics and backgrounds - see display on the right-hand side.
· Click **Open** and the selected graphic or background appears in the Image Properties screen where additional modification options are available.
· Click **OK** when ready to insert into document.
· Single click on the text or graphics and hold down left mouse button ***to reposition*** on the layout.
· Place arrow on anchor points to enlarge or reduce backgrounds, graphics and text boxes.
· ***Add your own Field Text*** from the Contact Manager.
· Click **[A] Insert Field Text** on the side menu and click on your layout to access the Field Text Properties window.
· Click **Data** then click **Field Name**. Choose any additional fields you want included on your layout.
· Click **OK** and the data will automatically be entered from the Contact Manager.
· Click once outside text box to continue.
· ***To add your own text*** to your layout click **Insert Text**.
· Click on layout and a text box automatically appears.
· Type in desired text.

Step 3 continued...

· Click **Save** when you finish modifying the layout for reuse at a later date,
· Follow the step-by-step instructions for printing.

Tips and Tricks

· ***Open files*** with **Control + O**.
· ***Open*** the ***Select Template Window*** with **Control + N**.
· Click the **F1 Key** to open the ***Help Files*** for the screen or window that is currently open.
· ***To delete*** an object from your design screen, click mouse on the object and press **Delete Key**.
· ***Undo*** last action by holding down the **Alt Key** and **Backspace Key** or **Control + Z**.
· ***Resize*** an object by holding down the **Shift Key** and pressing 1 of the 4 **Arrow Keys**.
· ***To move*** an object 1 pixel at a time, hold down the **Control Key** and press 1 of the 4 **Arrow Keys**.
· ***To reposition***, hold the **Shift Key** down and **left click** the mouse on data boxes. Next click on specific alignment box.
· ***To change the details*** about any object in your design, **right click** the object and click on **Format**, select **Object Properties** to modify the object.
· **Alt + Enter** opens the ***Object Properties*** dialog box for the selected object.
· ***Rotate*** text or images after placed by opening the **Object Properties** dialog box and selecting the **rotate tab**.

TO GET YOUR FREE UPDATES ONLINE, REGISTER INSTANTLY AND CONVENIENTLY!

During installation of the program you will be prompted to enter your registration information. Fill out the registration screens and register instantly by selecting the "Internet" registration check box at the end of the session. Alternatively, you may select the "Mail" check box and print out a completed registration form at your desktop. Fold the form and mail it to G7 using the enclosed return envelope.

You may also register Online by visiting www.g7ps.com/register or send in a 3x5 card with your name, address, email address, phone/fax number, your product serial number and version.

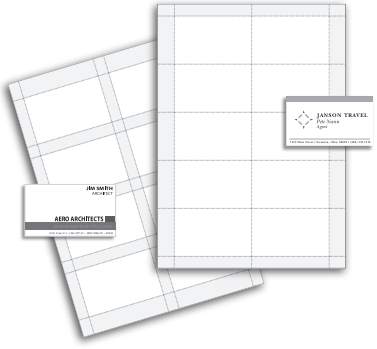
Mail to: **Product Registration, P.O. Box 270459, San Diego, CA 92198**

G7 Productivity Systems
P.O. Box 270459 San Diego, CA 92198
Tel: (858) 675-1095 Fax: (858) 675-0579
Email: sales@g7ps.com

www.g7ps.com www.Recycle 4 Dollars.com

Infinity BUSINESS CARDS & LABELS

HIGH QUALITY AT A GREAT LOW PRICE!

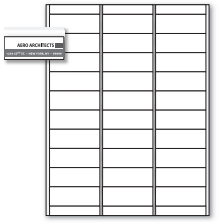


Premium Business Cards
G78371
$29.99
1,000 Business Cards
High Quality
Clean-Edge Perforations
2" x 3-1/2" Cards
100 Sheets / 10 Per Sheet
Color: Arctic White
GVC/106479

Glossy Edge-to-Edge Business Cards
G78373
$29.99
400 Business Cards
Photo Quality
Clean-Edge Perforations
2" x 3-1/2" Cards
50 Sheets / 8 Per Sheet
Color: Arctic White
GVC/106486

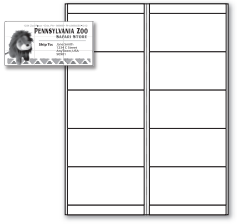
Infinity Business Cards and Labels are available at most major computer retailers and office supply superstores or Online at: www.g7ps.com

Mailing Labels G75160
$19.99
3,000 Labels 1" x 2-5/8"
30 Per Sheet - 100 Sheets
GLB/106004



Mailing Labels G75162
$19.99
1,400 Labels 1-1/3" x 4"
14 Per Sheet - 100 Sheets
GLB/106011

Shipping Labels G75163
$19.99
1,000 Labels 2" x 4"
10 Per Sheet - 100 Sheets
GLB/106028



Create your own ID Badge Security System with included IDScape feature!

PLUS!

Use **IDScape** to encode contact information into a barcode that can be scanned and imported into Outlook® , Act!™, Access, SQL, ODBC compliant data sources, and more!

idscape™

ID SCAPE TECHNOLOGY
IDScape is a system that encodes pertinent employee information into a secure barcode. Create your company's official expandable security system at an affordable cost.

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